

## Simplify HR Data Management & Reduce the Cost of Integration

SumTotal HR Management is an enterprise-class human resources management system (HRMS) that centralizes, consolidates, and integrates core HR information into a definitive employee system-of-record.

"Organizations that invest in HR Management solutions report improved workforce productivity & improved time-to-productivity."

\*Source: SumTotal, *State of Global People Management* survey, 2010

The solution serves as the core system of record for all employee-related information: personal data and history, professional history, talent and job profiles, history with the organization, payroll and benefits data, and many other details. It can operate in both a standalone function or tightly integrated with all aspects of the complete platform. All employee information, once centralized and made consistent across the organization, feeds your critical HR business processes – as well as the individual SumTotal solutions – and facilitates the linkages across these processes, ultimately enabling improved business analysis, insight, and decision making.

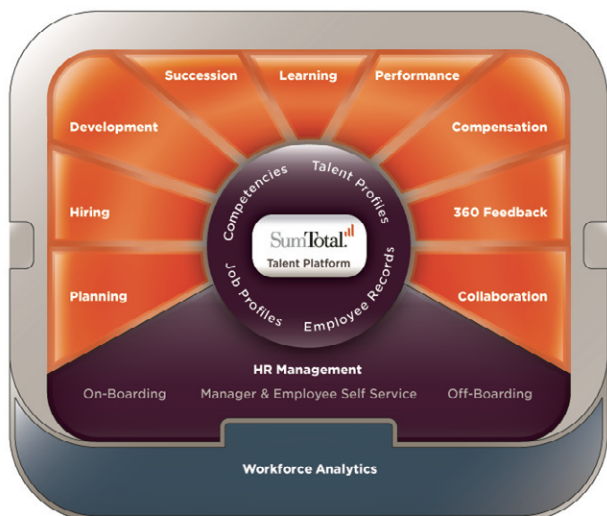
SumTotal HR Management simplifies information management and reduces the cost of ad-hoc integration by centralizing all of the relevant data required to effectively manage employees. For instance, when an employee's current home address is needed – such as for insurance, tax information, or emergency contact information – the data can be easily accessed since it resides in a central location. Should the employee's address change, it only needs to be updated once and in one location. Sophisticated security at the field level ensures the privacy of all employee data.

SumTotal HR Management also enables employees and managers self-service access to their relevant information. Some information employees can update directly, such as home addresses or the names of dependants. Other information may need to be confirmed before an update can be accepted, such as a professional certification that requires confirmation from the certifying body. Built-in workflow and security easily manages the process.

Within SumTotal HR Management, employee data is organized into a series of profiles. Each profile is accessible through a configurable tab within the SumTotal user interface. For instance, all of the information related to an employee's abilities can be stored in a talent profile. In turn, this profile has separate sections for

### Key Benefits

- Develop a talent-based core employee system of record to feed your critical HR business processes
- Meet compliance obligations through pre-defined regulatory reports and audit trails
- Protect and secure HR and employee data through the use of a robust and configurable security model
- Facilitate the linkages across processes to improve reporting and decision making
- Simplify HR data management while reducing the cost of integration
- Enable instant and secure information access across the entire organization
- Maximize organizational efficiency and generate quick return-on-investment by enabling employee and manager self-service
- Drive an organizational culture of employee responsibility while guiding employees with easy-to-use workflow wizards



different employee attributes, aspects of an employee's talent profile, such as skills, previous professional experience, project experience, awards, certifications, and professional memberships. A position profile details the employee's position and work location. Organizations can easily configure the employee record to contain exactly the information they require.

SumTotal leverages several layers of sophisticated security to protect employee data from unwarranted access. One layer of security is based on relationships – certain pieces of information can be configured to be viewed only by an employee's direct manager. Some information can only be seen or changed by designated HR professionals. Other information – such as job title and work phone number – can be configured to be viewed by all members of the organization.

Another layer of comprehensive security is provided by enabling only certain positions (e.g., HR administrators) access rights to change information, thereby protecting employee data from change by unapproved personnel. Customers can configure which users can change or approve changes on a field-by-field basis. The rules that determine who can access and change employee data are also configurable to fit the needs of each organization. Based on the sophisticated security model provided by SumTotal HR Management, it also makes for a robust platform to manage HR compliance and auditing.

### Cross-Functional Benefits

SumTotal uniquely provides native integrations from HR Management to other core talent processes in order to support a holistic, end-to-end talent management strategy.

- **Compensation Management:** Historical compensation data can be used to guide future compensation and reward decisions
- **Recruiting & Hiring:** New hire information, including resume/CV data, can be automatically populated into the employee system-of-record
- **Succession Planning:** Historical information regarding past positions and career progression can be used to guide future succession decisions

"When we were evaluating the different options that we had for implementing a platform to run across all of our different business units, SumTotal was the only one that actually had all of the modules we needed in one integrated solution."

**Veronica Elizondo**  
Director of Human Capital Projects  
ALFA

### About SumTotal

SumTotal Systems, Inc. is the global leader in complete talent management software that enables organizations to more effectively drive business strategy. Recognized by industry analysts as the most comprehensive talent management solution, SumTotal provides full employee lifecycle management, including a core system of record, from a single provider for improved business intelligence. The company offers customers of all sizes and in all industries the most flexibility and choice with multiple purchase, configuration, and deployment options. With more than 1,800 customers and 25 million users worldwide, we have increased the performance of the world's largest organizations.

For more information, or to request a demo, please call +1 (800) 881-2546 (US / Canada), +1 (508) 358-1072 (international) or visit [www.sumtotalsystems.com](http://www.sumtotalsystems.com)

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